



Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2016.

We are a full door to door service company.

As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Onsite Handling

Due to security, insurance and organizer policy, Hermes-Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details:

Hermes Exhibitions & Projects Ltd.

Contact: Ms. Zehavit Akerman

Tel: + 49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Please note these important dates:

SERVICE	DEADLINE
Door to door shipments	Please contact Hermes – Merkur
Airfreight shipments Arrival to Lisbon airport	October 18, 2016
Shipment via Germany warehouse No later than	October 20, 2016
Exhibition goods - Direct deliveries to Congress venue	27 October ,2016

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) Insert-for participant bags**
- (2) Marketing/promotion material-for unmanned display**
- (3) Exhibition goods-for exhibition stand only**

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please send all airfreight shipments to Frankfurt airport only.
Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:

EXHIBITIONS MERKUR, LDA
C/O Name of Exhibitor _____
Stand no. _____
EN 10, KM126 , 5
Ponte Silveira
2615-001 Alverca

Notify: Portugal@merkur-expo.com

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

Documents:

Original AWB, BL + Proforma invoice must be received 2 working days prior to goods arrival.

The above instructions are only for Airfreight shipments.

3. Shipment via Frankfurt Warehouse

Warehouse address:

Merkur Expo Logistics GmbH
Schmitt Peterslahr
AUF DEM HOHCHEM 2
56587 Oberhonnefeld
Germany
Att: Dirk Dewald
Tel: +49 2634 95 44 50

Notify:

Congress name _____
Name of Exhibitor _____
Stand no. _____

4. Direct Deliveries to Congress Venue

Domestic Cargo / courier shipments / full load trucks

Delivery Address:

Lisboa Congress Centre
Praça das Indústrias
1300-307 Lisboa
Portugal

For delivery direct to the venue , please make sure to send time slot request form

Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

All courier shipment must be send DDP terms = delivery duties paid.

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment



Heavy & Oversized Shipments

Heavy and oversized shipments applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify "Hermes - Merkur" immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
Hermes – Merkur

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to HERMES
E-mail: zehavitak@hermes-exhibitions.com

Pre advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Shipment information

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	

Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details _____ VAT No. _____

Email _____ Phone _____

Address _____

Card type VISA DINERS MASTER CARD AMEX

Credit card #

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Expiry date _____ CVC (Last 3 digits on back of credit card) _____

Card holder's name _____ card Holder's Signature _____

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00 % service fee will be added

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

HANDLING RATES – EUROPE 2016

Inbound / out bound

1. Air Freight

From free arrival Frankfurt airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 325.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min

Outlay fees + **10% for pre payment**

2. Handling via Germany Warehouse

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 25 kg	€ 125.00
Shipment up to 50 kg	€ 175.00
Shipment over 50 kg	€ 85.00 / CBM / Min 3 CBM

3. Direct Delivery to Venue –

From free arrival venue up to free delivered stand, first time spotted:

Shipment up to 25 kg	€ 75.00
Shipment up to 50 kg	€ 95.00
Shipment over 50 Kg	€ 75.00 / CBM/ Min 3 CBM
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

4. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet € 190.00

Temporary Importation

Temporary importation and/or re-exportation

With commercial invoice € 190.00

Customs bond fee 1.5% CIF Value Min € 150.00

Permanent Importation

Per shipment / per document / per exhibitor € 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ 10% for pre payment

Customs inspection

€ 65.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties (including storage) € 75.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment

Please Note:

- ❖ **1 CBM= 300 KG , 1 LDM =4 CBM**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 50% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**

EXHIBITION GOODS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHEM 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

Congres name: IGCS 2016 - LISBON

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Congress name: IGCS 2016 - LISBON

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Lisboa Congress Centre

Praça das Indústrias

1300-307 Lisboa

Portugal

Congress name: IGCS 2016 LISBON

Box No. _____ of _____